STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
Department of Mental Health, Retardation, and Hospitals
Division of Behavioral HealthCare
Monitoring and Decision Support Systems
14 Harrington Rd., Barry Hall 3
Cranston, Rhode Island 02920
(401) 462-1714: Fax (401) 462-0339

DATE:	12/14/2004
TO:	EXECUTIVE DIRECTORS
	HR MANAGERS
	MIS MANAGERS
CC:	CRAIG STENNING, KATE LYON, RON TREMPER, NOELLE WOOD
FROM:	JOCELYN THERIEN
RE:	2004 HUMAN RESOURCES DATABASE

Attached are the HR Data Dictionary and Database Layout for the 2004 MHSIP Human Resources Database.

There have been quite a few modifications for this year's Human Resource Database, they are as follows:

- A code has been added to the OID field for reporting GATEWAY (GHI) employees.

- All fields that are crossed out are no longer required to be collected and reported. Please ensure that they are not sent in as part of the 2004 database. The fields that have been removed are;

    o RACE – Primary race identification (now RACE/ETHNICITY)

    o HISPANIC – Hispanic/Non Hispanic (now RACE/ETHNICITY)

    o LOCDEG – Location of Degree

    o PRIVATE – Private Practice

    o COLLAFF – College Affiliation

    o LICPRAC – License to Practice

    o BOARDCERT – Board Certified

    o CARDEVB – Extracurricular Training (now part of CARDEV)

- A combined Race/Ethnicity field has been added. This field replaces the separate Race and Hispanic fields. It has been added to meet OMB requirements for reporting multiple Race and Ethnicity. The combined field contains 6 Yes/No race/ethnicity identifications that are to be collected for each employee.

- The codes for current license/certification field (RILICA), discipline field (DISCIPLN), and major job function field (FUNC1) have all been modified and new, mainly Substance Abuse related, codes have been added. This is to accommodate the creation of a SA Human Resource Database that the Division of Behavioral Healthcare will be implementing in the near future.

- The major job function field (FUNC1) has a new code for staff that are primarily Clinical Supervisors to the direct care staff. If the employee is a supervisor and also provides direct client care please list the direct care in the FUNC2 field.

- The In-service Training (CARDEVA) and Extracurricular Training (CAREVB) fields have been combined into a new field called CARDEV. This Yes/No field relates to any in-service or extracurricular training that is work related.

Some of the new codes contained in the Discipline and license/certification fields are specifically for employees that work in programs that provide primary substance abuse services. These codes will be used by the SA treatment facilities for reporting of employees in 2005. Please continue to send the data as you have in the past, including only employees that work in programs that provide primarily Mental Health services.

Also, we are requesting that you send **multiple** records for staff that have worked for your agency, separated, and were rehired all in the past year. In order for us to be able to appropriately track staff over time, we will need to have information on each employment episode.

The MHSIP Human Resources Database document provides a comprehensive description of the file structure, the content of each field, and the valid codes that can be used in each field. Please pay special attention to the "Notes" section in many of the field descriptions. These notes suggest important ways in which you can avoid some of the common problems we've had in the past with HR data submissions. The HR Database Format at the back of that packet contains a more abbreviated listing of all of the fields, their content and valid codes. Additionally, I've included a MHSIP HR Data Form, with associated coding sheets, for agency use in collecting this information from employees.

For the January 2005 transmission, we are expecting data on all staff employed as of December 31, 2004, including changes to any of their HR data, plus any new hires and/or terminations during calendar Year 2004. We request submission of a full electronic data set pulled from the agency's own data *by January 31, 2005.*

We require that data be submitted in a fixed-width ASCII format. Data files can be either mailed or email (encrypted file only) to the Division. ***Please note**: **your data submission must have the appropriate fields of the correct width, in the listed order, and be of proper field type (character, number, date etc.) as specified in the HR database format or the entire file will be returned to the agency for correction.***

Any questions regarding the HR database or submissions of yearly diskettes should be directed to Jocelyn Therien (462-0007) at MDSS.

Table of Contents

MHSIP HUMAN RESOURCE DATABASE
December 3, 2004

    This document contains a description of the HUMAN RESOURCE database required by the State of Rhode Island, Division of Behavioral Healthcare. The initial reference for this document is the Mental Health Service System Reports, Series FN 10: <u>Data Standards for Mental Health Decision Support Systems</u>, which contains a "minimum national standard." The specific details of the HR database can be found starting on page 66 of the above-mentioned document.

    We recognize that each agency has its own coding system. To obtain uniform data statewide, we require that you extract the requisite data from your agency's computer system, and convert the codes to the accepted statewide structure. A copy of the database record layout that includes the specific coding scheme for each field is attached to this document.

    Each agency is to submit HR data annually to the offices of Monitoring & Decision Support Systems (MDSS). The data is to be submitted on diskette or an encrypted email as a **fixed-width** ASCII file. (Note: Most fields are greater in width than some of the valid codes in those fields. In such instances, the codes should be left-aligned in the field, with blank placeholders to the right of the code. Do <u>not</u> add underscores or other filler characters to complete the field.) The fields must be in the order listed in this document, with the column headers (field names) removed prior to submission.

    The name of the file should be in the format: hr(MM)(YY)(Agency Code). The agency code is listed in the OID field on the first page of the dictionary. So, for example, CCC's January 2004 submission of 2004 Human Resources data would be coded as: hr0105CCC. The data file should contain **multiple** records for staff that may have worked for your agency, separated, and were rehired all in the past year.

    Any questions regarding the HR database or submissions of yearly diskettes/encrypted email files should be directed to Jocelyn Therien (462-0007) at MDSS.

OID (Organization ID). A 10-character field that contains your agency identifier.

Valid Codes	Description
NRI	Northern Rhode Island CMHC
CCC	Community Counseling Center
PROV	The Providence Center

MHS   Mental Health Services

KENT	The Kent Center
SSHORE	South Shore CMHC
EBAY	East Bay CMHC
NEWP	Newport County CMHC
RWOOD	Riverwood Rehabilitation Services
FHR	Fellowship Health Resources
NAFI	North American Family Institute
GHI	Gateway Healthcare, Inc.

SID (Staff ID). A 9-digit field that contains a unique identifier for every employee. The SID is calculated by subtracting the employee's social security number from one billion (1000000000 – SSN). For example, if an employee's SSN is 029-45-1857, then his/her SID is 1000000000-029451857, or 970548143.

RPTDATE (Report date). A date field in the format YYYYMMDD that contains the "as of" or cut off date for which the current human resources file was extracted/prepared.

DOB. A date field in the format YYYYMMDD that contains the employee's date of birth.
   Note: Be sure to check that the date of birth entered here makes sense in comparison to EMPDATE (date of employment) and DISCPLN (discipline hired for). For example, if DISCPLN is 'PSYCHIATRIST,' and EMPDATE is sometime in 1996, then DOB could not be 1986.

GENDER. A 10-character field that contains the employee's gender.

Valid Codes	Description
FEMALE	Female
MALE	Male
UNKNOWN	Unknown

RACE. A 10-character field that contains the employee's primary race identification.

Valid Codes	Description
AMERNATIVE	A person having origins in any of the original peoples of North America, and who maintains cultural affiliation through tribal affiliations or community recognition.
ASIANPACIF	A person having origins in any of the original peoples of the Far East, Southwest Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
BLACK	A person having origins in any of the Black racial groups of Africa.
WHITE	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
OTHER	Other
UNKNOWN	Unknown

HISPANIC. A 10-character field that indicates whether or not the employee is of Hispanic origin.

Valid Codes	Description

RACE/ETHNICITY FIELDS (6.1-6.6): 6 separate 10 character fields that contain an indication of whether or not the staff is of a particular race or ethnicity. **Note**: If an employee is more than one race please check all that apply.

Field Name	Description
6.1 AMERNAT	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
6.2 ASIAN	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
6.3 HAWPACIF	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
6.4 BLACK	A person having origins in any of the Black racial groups of Africa.
6.5 WHITE	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
6.6 HISPANIC	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Valid Codes	Description
YES	Yes, employee is of particular race or ethnicity.
NO	No, employee is not of particular race or ethnicity
UNKNOWN	Unknown

7. **EDUC** (Education). A 10-character field that contains the employee's current highest level of education attained.

   Note: Be sure to check that the education code entered here makes sense in comparison to RILICA-C fields (current license/certifications) and DISCPLN field (discipline hired for).

Valid Codes	Description
NEVERATT	Never attended school
SPECIALED	Special education
PRESCHOOL	Preschool
SOMEELEM	Some elementary school (grades 1-7)
COMPLELEM	Completed elementary school (grade 8)
SOMEHS	Some high school or vocational education
COMPLHS	High school diploma or GED
BEYONDHS	Some education beyond high school
ASSOCIATE	Associate degree
BACHELORS	Bachelor's degree
MASTERS	Master's degree
DOCTORATE	Doctorate (e.g., MD, PhD, ScD, JD, EdD, DO)
RN	RN diploma school
UNKNOWN	Unknown

LOCDEG (Location of degree). A 10-character field indicating the state or country where the employee's highest degree was received using the two-letter state code or the 3-digit country code from the attached list (e.g., Rhode Island is represented as RI).

Valid Codes	Description
2-letter state code	If in the United States, use the two-letter state code
3-digit country code	If outside the United States, use the three-digit country code (see attached)

UNKNOWN   Unknown

EXPER (Experience). A 2-digit field indicating the number of years the employee worked in the behavioral healthcare field <u>prior to</u> his/her current date of employment with the agency.
Note: If experience is between 1 and 9 years, use leading 0's (e.g., 05 would indicate 5 years of experience).

Valid Codes	Description
00	No prior experience
01-98	Number of years of experience
99	Unknown

PRIVATE. (Private practice). A 10-character field indicating whether the employee maintains a private practice in the discipline for which they were hired.

Valid Codes	Description
YES	Yes
NO	No
UNKNOWN	Unknown

COLLAFF (College affiliation). A 10-character field indicating whether the employee has an appointment with a college or university to teach or do research.

Valid Codes	Description
YES	Yes
NO	No
UNKNOWN	Unknown

LICPRAC (Licensed to practice, previously CERTIFA). A 10-character field indicating whether the employee is licensed to practice in "discipline hired for" in Rhode Island.
Note: If the "discipline hired" for does not require a license/certification, enter 'NA' in this field.

Valid Codes	Description
NA	Not applicable
YES	Yes
NO	No

BOARDCERT (Board certification, previously CERTIFD). A 10-character field indicating whether a physician is board certified in a specialty.
Note: If the employee is not a physician, enter 'NA' in this field.

Valid Codes	Description
NA	Not applicable
YES	Yes
NO	No
UNKNOWN	Unknown

RILICA (First current license/certification). A 10-character field indicating what professional license the employee currently holds (see attached list of Licenses/Certifications for a description of each). Three fields (RILICA, RILICB, and RILICC) are available for the listing of up to three current licenses or certifications. List the <u>primary</u> license first. For example, a CISW, who is also a CDP & a Counselor, should be listed with 'CISW' in the RILICA field, and the other licenses/certifications in the following RILICB and RILICC fields.
Note: If an employee does not hold any licenses/certifications, enter 'NA' in this field and the next two fields (RILICB, RILICC). Also check that the license/certification codes entered here and in the next two fields make sense in comparison to the EDUC field (highest level of education) and the DISCPLN field (discipline hired for).

Valid Codes	Description
NA	Not applicable
LCDPLCDS	LCDP/LCDS

CSWLCSW	CSW/LCSW
CISWLICSW	CISW/LICSW
CSEP	Certified Supported Employment Professional
CIT	Counselor in Training Certification
CCSS	Certified Community Support Specialist (formerly: Certified Case Manager)
CPREVS	Certified Prevention Specialist
CAS	Certified Addiction Specialist
MHCOUNS	Mental Health Counselor
PRINCOUNS	Principal Counselor
COUNSELOR	Counselor
MD	MD
PSYCHLGST	Psychologist
DO	Doctor of Osteopathy
RN	Registered Nurse
LPN	Licensed Practical Nurse
RNCNS	Psychiatric & Mental Health Nurse Clinical Specialist – (APRN)
RNCNSP	Psychiatric & Mental Health Nurse Clinical Specialist with Prescription Privileges (PCNS)
RNP	Nurse Practitioner
PA	Physicians Assistant
LMFT	Licensed Marriage & Family Therapist
QMHP	Qualified Mental Health Professional
TEACHER	Certified Teacher—Special Education Only
OTHER	Other

RILICB (Second current license/certification). A 10-character field indicating a second professional license the employee currently holds. Use this field if an employee has up to two current licenses/ certifications. If the employee has only one license/certification, enter 'NA' in this field.

Valid Codes	Description
See RILICA	

RILICC (Third current license/certification). A 10-character field indicating a third professional license the employee currently holds. Use this field if an employee has up to three current licenses/certifications. If the employee has only one or two licenses/certification, enter 'NA' in this field.

Valid Codes	Description
See RILICA	

BILINGA (Language other than English). A 10-character code indicating languages other than English spoken by the employee. If an employee speaks more than one language other than English use field BILLINGB for the second language. If an employee does not speak a language other than English, enter 'NA' in this field.

Valid Codes	Description
NA	Not applicable/None
SPANISH	Spanish
ASL	American Sign Language
PORTUGUESE	Portuguese
RUSSIAN	Russian
FRENCH	French
ITALIAN	Italian
POLISH	Polish
LAOTIAN	Laotian
HMONG	Hmong
CAMBODIAN	Cambodian
OTHER	Other

UNKNOWN   Unknown

BILINGB (Second language other than English). A 10-character field that contains a second language the employee speaks other than English. If the employee does not speak a second language other than English then this field should contain 'NA.'
  Valid Codes   **Description**
  See BILINGA

EMPDATE (Date of employment). A date field in the format YYYYMMDD indicating the employee's most recent date of employment at the agency.

SEPDATE (Date of separation/termination). A date field in the format YYYYMMDD indicating the employee's last date of employment at the agency if the employee was terminated during calendar 2004. If the employee was <u>not</u> terminated (i.e., they remain an active employee), then this field should be left <u>blank</u>.
  Note: Be sure to check that the separation date entered here is later than the EMPDATE (employment date).

DISCIPLN (Discipline). A 10-character field indicating the discipline for which the employee was hired.
  Note: Be sure to check that the discipline code entered here makes sense in comparison to EDUC field (highest level of education) and RILICA-C fields (current license/certifications). For example, an employee hired as a 'PSYCHIATRIST' should show EDUC as 'DOCTORATE' and RILICA as 'MD.'
Valid Codes	**Description**
PSYCHTRST	Psychiatrist
OTHERPHYS	Other Physician
PSYCHLGST	Psychologist
SOCIALWORK	Social Worker
CLINMHCOUN	Clinical Mental Health Counselor
CASEMNGR	Case Manager/Community Support Specialist
SUBSABCOUN	Substance Abuse Counselor
OTHERMHPRO	Other Mental Health Professional
OTHERSAPRO	Other Substance Abuse Professional
PRESPEC	Prevention Specialist
NURSE	RN, LPN, RNP, RNCNS, RNCNSP or Other
VOCREHCOUN	Vocational Rehabilitation Counselor
SCHLTEACH	School Teacher
ACTIVTHER	Activity Therapist
ADMINMNG	Administration (Management Level)
SPEECHTHER	Speech Therapist
HEALTHPRO	Other Physical Health Professional
MEDRECADMN	Medical Records Admin/Tech
RESTRTWRK	Residential Treatment Worker
OTHER	Other (clerical, support, maintenance, cook)

EMPSTAT (Employment status). A 10-character field indicating the employee's status (e.g., full, part time, etc.).
Valid Codes	**Description**
FULLTIME	Salaried, Full time (35 hours/ week +)
PARTTIME	Salaried, Part time (less than 35 hours/week)
CONTRACT	Contractual/Fee-for-Service
STUDENT	Student, Trainee, Resident, Intern
VOLUNTEER	Volunteer
ONCALL	On-Call
OTHER	Other

SCHEDULE. A 4-digit field indicating the employee's number of hours typically worked in a week. If the employee regularly works overtime, that time should be included in the total. A valid entry is any integer between 00.0 and 99.9 (e.g., 35.5 – for an employee whose typical work hours in a week are 35 ½).
Note: Be sure to include the decimal point when reporting this field. Also, be sure to check that the schedule code entered here makes sense in comparison to the EMPSTAT field (employment status) and WORKWEEK field (standard work week). For example, if EMPSTAT is 'FULLTIME,' then the values in the SCHEDULE field must be at least equal to that in the WORKWEEK field.

FUNC1 (Major job function). A 10-character field indicating the employee's major job function.

Valid codes	Description
CLIENTCARE	Direct or adjunctive client care
CONSEDPREV	Consultation, Education, or Prevention
CLINSUP	Clinical Supervisor (to direct care service staff)
ADMINMNG	Administration/Management (Includes all individuals that do <u>not</u> provide either direct services, clinical supervision to direct service staff, or direct

consultation/education/prevention services. Include secretarial, medical records, billing, MIS, planning, and administrative employees here)

OTHER   Other (Research, scholarly writing)

FUNC2 (Other major job function). A 10-character field indicating the employee's other major job function. If the employee has only one major job function, enter 'NA' in this field.

Valid Codes	Description
See FUNC1	
NA	Not applicable

~~**CARDEVA** (In-Service Training). A 10-character field indicating employee's participation in in-service training (sponsored by your organization) in the past calendar year.~~

~~Valid Codes~~	~~Description~~
~~YES~~	~~Yes~~

~~**NO**~~   ~~**No**~~

~~UNKNOWN   Unknown~~

~~**CARDEVB** (Extracurricular Training). A 10-character field indicating the employee's participation in extracurricular training (sponsored by an entity outside your organization) in the past calendar year.~~

~~Valid Codes~~	~~Description~~
~~YES~~	~~Yes~~
~~NO~~	~~No~~
~~UNKNOWN~~	~~Unknown~~

21. **CARDEV** (Career Development). A 10-character field indicating employee's participation in in-service or extracurricular work-related training in the past calendar year (e.g., for additional CEU's).

Valid Codes	Description
YES	Yes

NO   **No**

UNKNOWN   Unknown

INCOME (Annual income). A 6-digit field that indicates the employee's total annual income for 2004, <u>excluding</u> any fringe benefits earned. Correct values for this field fall between 000000 and 999999, rounded to the nearest dollar (e.g., $24,600 = 024600).

Note: This field should contain the employee's total <u>annualized</u> salary, including any overtime pay and bonus they received. So, for example, if an employee was hired at $32,000 per year, and only worked for your agency for 6 months last year, this field should contain the full '032000.'

<u>**FRINGE.**</u> A 4-digit field that contains the employee's percentage of fringe benefits. Correct values for this field fall between 00.0 and 99.9 (e.g., fringe of 17% is entered as 17.0; fringe of 9% is entered as 09.0). If an agency has more than one fringe benefit percentage available, use the one that applies to the specific employee.
Note: Be sure to include a decimal point when reporting fringe. If an employee does not receive any fringe benefits, this field should contain '00.0.'

<u>**WORKWEEK.**</u> A 4-digit field that contains the agency's standard workweek for the specific discipline for which the employee was hired. Correct values for this field fall between 00.0-99.9 (e.g., 35 hours per week is entered as 35.0).
Note: Be sure to include decimals when reporting workweek. If an employee's code in the EMPSTAT field (Employment status) is 'PARTTIME,' use the appropriate standard full-time workweek for employees of the same classification. If an employee's code in the EMPSTAT field (Employment status) is 'STUDENT,' 'VOLUNTEER,' or 'ONCALL,' then this field should be left <u>blank</u> or <u>00.0</u>

<u>**NINCOME**</u> (New income). A 6-digit field that contains the employee's new annual income for 2005, <u>excluding</u> fringe benefits. Correct values for this field fall between 000000-999999, rounded to the nearest dollar (e.g., $24,600 = 024600). This field should contain the employee's total EXPECTED <u>annualized</u> salary for the UPCOMING CALENDAR YEAR, including any overtime pay and bonus they are expected to receive. For hourly employees or non-salary consultants, use the amount that you project that they will actually receive from the agency during the period 1/1/2005 – 12/31/2005.
Note: This field is to be used by agencies that, for example, implement an across-the-board cost of living percentage salary increase in the first quarter of the calendar year. If a given employee will <u>not</u> be receiving a planned salary increase in the new year, or has been terminated from your agency, simply insert the value from the INCOME field.

2004 Human Resource Database Format

	Field Name	Field Type	Width	Field Description	Valid Codes/Formats	Code Description
1	OID	char	10	Organization Id	NRI	Northern Rhode Island CMHC
					CCC	Community Counseling Center
					PROV	The Providence Center
					MHS	Mental Health Services
					KENT	Kent County CMHC
					SSHORE	South Shore CMHC
					EBAY	East Bay CMHC
					NEWP	Newport County CMHC
					RWOOD	Riverwood Rehabilitation Services
					FHR	Fellowship Health Resources
					NAFI	North American Family Institute
					GHI	Gateway Healthcare, Inc.
2	SID	char	9	Staff MHSIP unique Id	1,000,000,000 - Staff's SSN	
3	RPTDATE	date	8	Date data file was extracted/prepared	YYYYMMDD	
4	DOB	date	8	Employee's date of birth	YYYYMMDD	
5	GENDER	char	10	Employee's gender	FEMALE	Female
					MALE	Male
Race/Ethncity				Client is:		
6.1	AMERNAT	char	10	American Indian/Alaskan Native		
6.2	ASIAN	char	10	Asian		
6.3	HAWPACIF	char	10	Hawaiian or Pacific Islander	YES	Yes, client is of a particular race or ethnicity
6.4	BLACK	char	10	Black/African American	NO	No, client is not of a particular race or ethnicity
6.5	WHITE	char	10	Caucasian	UNKNOWN	Unknown
6.6	HISPANIC	char	10	Employee's Hispanic origin		
	~~HISPANIC~~	~~char~~	~~10~~	~~Employee's Hispanic origin~~	~~HISP~~	~~Hispanic~~
					~~NONHISP~~	~~Non Hispanic~~
					~~UNKNOWN~~	~~Unknown~~
7	EDUC	char	10	Staff's highest level of education	NEVERATT	Never attended school
					SPECIALED	Special education
					PRESCHOOL	Preschool/kindergarten
					SOMEELEM	Some elementary school (grades 1-7)
					COMPLELEM	Completed elementary school (grade 8)
					SOMEHS	Some high school or vocational education (grades 9-11)
					COMPLHS	High school diploma or GED
					BEYONDHS	Some education beyond high school
					ASSOCIATE	Associate degree
					BACHELORS	Bachelor's degree
					MASTERS	Master's degree
					DOCTORATE	Doctorate (e.g., MD, PhD, ScD, JD, EdD, DO)
					RN	RN diploma school
					UNKNOWN	Unknown
	~~LOCDEG~~	~~char~~	~~10~~	~~State / country where the highest degree was received~~	~~2 digit State code (e.g., RI)~~	~~if in the USA~~
					~~3 digit country code (see attached list)~~	~~if in Portugal~~
					~~UNKNOWN~~	~~Unknown~~
8	EXPER	num	2	Number of years in mental health prior to current date of employment	00	No prior experience
					01-98	Number of years of experience
					99	Unknown

	~~PRIVATE~~	~~char~~	~~10~~	~~Private practice maintained by employee in this profession~~	~~YES~~ ~~NO~~ ~~UNKNOWN~~	~~Yes~~ ~~No~~ ~~Unknown~~
	~~COLLAFF~~	~~char~~	~~10~~	~~Appointment with college or university to teach or do research~~	~~YES~~ ~~NO~~ ~~UNKNOWN~~	~~Yes~~ ~~No~~ ~~Unknown~~
	~~LICPRAC (previously CERTIFA)~~	~~char~~	~~10~~	~~Licensed to practice in "profession hired for" in Rhode Island?~~	~~NA~~ ~~YES~~ ~~NO~~	~~Not applicable -- employee has no licenses/certifications~~ ~~Yes~~ ~~No~~
	~~BOARDCERT (previously CERTIFD)~~	~~char~~	~~10~~	~~If physician, board certified in specialty?~~	~~NA~~ ~~YES~~ ~~NO~~ ~~UNKNOWN~~	~~Not applicable -- employee is not a physician~~ ~~Yes~~ ~~No~~ ~~Unknown~~
9	RILICA	char	10	Up to three current licenses / certifications	NA	Not applicable
10	RILICB	char	10		LCDPLCDS	LCDP/LCDS
11	RILICC	char	10		CSWLCSW	CSW/LCSW
					CISWLICSW	CISW/LICSW
					CSEP	Certified Supported Employment Professional
					CIT	Counselor in Training
					CCSS	Certified Community Support Specialist (formerly Certified Case Manager)
					CPREVS	Certified Prevention Specialist
					CAS	Certified Addiction Specialist
					MHCOUNS	Mental Health Counselor
					PRINCOUNS	Principal Counselor
					COUNSELOR	Counselor
					MD	MD
					PSYCHLGST	Psychologist
					DO	DO (Doctor of Osteopathy)
					RN	RN
					LPN	LPN
					RNCNS	Psychiatric & Mental Health Nurse Clinical Specialist – (APRN)
					RNCNSP	Psychiatric & Mental Health Nurse Clinical Specialist with Prescription Privileges (PCNS)
					RNP	Nurse Practitioner
					PA	Physician Assistant
					LMFT	Licensed Marriage & Family Therapist
					QMHP	QMHP (Qualified Mental Health Professional)
					TEACHER	Teacher - Special Education
					OTHER	Other
12	BILINGA	char	10	Languages other than English	NA	Not applicable
13	BILINGB	char	10		SPANISH	Spanish
					ASL	American Sign Language
					PORTUGUESE	Portuguese
					RUSSIAN	Russian
					FRENCH	French
					ITALIAN	Italian
					POLISH	Polish
					LAOTIAN	Laotian
					HMONG	Hmong
					CAMBODIAN	Cambodian
					OTHER	Other
					UNKNOWN	Unknown

14	EMPDATE	date	8	Date of employment	YYYYMMDD	
15	SEPDATE	date	8	Date of separation / termination	YYYYMMDD	leave blank if employee was not separated/terminated
16	DISCIPLN	char	10	Profession hired for	PSYCHTRST OTHERPHYS PSYCHLGST SOCIALWORK CLINMHCOUN CASEMNGR SUBSABCOUN OTHERMHPRO OTHERSAPRO PRESPEC NURSE VOCREHCOUN SCHLTEACH ACTIVTHER ADMINMNG SPEECHTHER HEALTHPRO MEDRECADMN RESTRTWRK OTHER	Psychiatrist Other Physician Psychologist Social Worker Clinical Mental Health Counselor Case Manager/Community Support Specialist Substance Abuse Counselor Other Mental Health Professional Other Substance Abuse Professional Prevention Specialist RN, LPN, RNP, RNCNS, RNCNSP or Other Vocational Rehabilitation Counselor School Teacher Activity Therapist Administration (management level) Speech Therapist Other Physical Health Professional Medical Records Admin./Tech. Residential Treatment Worker Other (clerical, support, maintenance, cook)
17	EMPSTAT	char	10	Employment status	FULLTIME PARTTIME CONTRACT STUDENT VOLUNTEER ONCALL OTHER	Salaried, full time (35 hrs/week +) Salaried, part time(less than 35/week) Contractual / Fee-For-Service Student, trainee, resident, intern Volunteer On-Call Other
18	SCHEDULE	num	4	Hours typically worked per week (includes overtime if typical)	0.00-99.9	Use payroll hours for a sample week
20	FUNC1	char	10	The employee's other major job function, if more than one applies	CLIENTCARE CONSEDPREV CLINSUP ADMINMNG OTHER	Direct or adjunctive client care Consultation, Education or Prevention Clinical Supervisor (to direct care staff) Administration / Management Other job function (research, scholarly writing)
19	FUNC2	char	10	The employee's major job function	See FUNC1 NA	 Not applicable (only valid for FUNC2 field)
	CARDEVA	char	10	Participation in **in-service training** in the past calendar year	YES NO UNKNOWN	Yes No Unknown
	CARDEVB	char	10	Participation in **extracurricular training** in the past calendar year	YES NO UNKNOWN	Yes No Unknown
21	CARDEV	char	10	Participation in inservice training or extracurricular training in the past calendar year	YES NO UNKNOWN	Yes No Unknown
22	INCOME	num	6	Annual income (without fringe benefits).	000000-999999	Round to the nearest dollar (e.g., $24,600 = 024600). This field should contain the employee's annualized salary.
23	FRINGE	num	4	Employee's percentage of fringe benefits.	00.0-99.9	If >1 agency fringe benefit, use the one that applies to the employee. Example: 17% = 17.0
24	WORKWEEK	num	4	The agency's standard work week.	00.0-99.9	If there is >1 agency standard, use the one that generally applies to the employee's profession. Example: 35 hours per week = 35.0
25	NINCOME	num	6	Employee's new annual income (without fringe benefits).	000000-999999	Round to the nearest dollar (e.g., $24,600 = 024600). For employees not receiving a known salary increase, enter amount from INCOME field.

MHSIP HUMAN RESOURCES DATA FORM

Staff Id (SSN): ☐☐☐☐☐☐☐☐☐

Date of Birth:

Y Y Y Y M M D D
☐☐☐☐ / ☐☐ / ☐☐

Gender:
___ Female
___ Male

Race (check all that apply)*:*
___ American Indian/Alaskan Native
___ Asian
___ Hawaiian/Pacific Islander
___ Black/African American
___ White/Caucasian
___ Hispanic

Languages Spoken (check up to two languages - other than English - that you speak):
___ Spanish
___ American Sign Language
___ Portuguese
___ Russian
___ French
___ Italian
___ Polish
___ Laotian
___ Hmong
___ Cambodian
___ Other

Education - Highest Degree:
___ Never attended school
___ Special education
___ Preschool/kindergarten
___ Some elementary school (grades 1-7)
___ Completed elementary school (grade 8)
___ Some high school or vocational ed (grades 9-11)
___ High school diploma or GED
___ Some education beyond high school
___ Associate's degree
___ Bachelor's degree
___ Master's degree
___ Doctorate (e.g., MD, PhD, ScD, JD, EdD, DO)
___ RN diploma school

Experience: ☐☐ Number of years in mental health <u>prior</u> to the current date of employment. Round months to the nearest year. Enter 00 if no prior experience.

Discipline - Profession Hired For (check one):
___ Psychiatrist
___ Other Physician
___ Psychologist
___ Social Worker
___ Clinical Mental Health Counselor
___ Case Manager/Comm. Support Specialist
___ Substance Abuse Counselor
___ Other Mental Health Professional
___ Other Substance Abuse Professional
___ Prevention Specialist
___ Nurse (RN, LPN, RNP, RNCNS, RNCNSP or Other)
___ Vocational Rehabilitation Counselor
___ School Teacher
___ Activity Therapist
___ Administration (management level0
___ Speech Therapist
___ Other Physical Health Professional
___ Medical Records Admin./Tech.
___ Residential Treatment Worker
___ Other (clerical, support, maintenance, cook)

Current Rhode Island Licenses/ Certifications (Place a "1" next to your primary license, a "2" next to your next license, and so on up to 3 current licenses):
___ LCDP/LCDS
___ CSW/LCSW
___ CISW/LICSW
___ CSEP (Certified Supported Employment Prof.)
___ Counselor in Training
___ Certified Community Support Specialist/Case Manager
___ Certified Prevention Specialist
___ Certified Addiction Specialist
___ Mental Health Counselor
___ Principal Counselor
___ Counselor
___ MD
___ Psychologist
___ DO (Doctor of Osteopathy)
___ RN
___ LPN
___ RN/CNS - Clinical Specialist (APRN)
___ RN/CNS/P - Psychiatric & MH Nurse Clinical Specialist w/ Prescription Privileges (PCNS)
___ Nurse Practitioner
___ Physician Assistant
___ Licensed Marriage & Family Therapist
___ QMHP (Qualified MH Professional)
___ Teacher - Special Education
___ Other

Job Function(s) (Place a "1" next to your major job function, and a "2" next to your secondary job function, if you have one):
___ Direct or adjunctive client care
___ Consultation, education, or prevention
___ Clinical Supervision to direct care staff
___ Administration/management
___ Other job function

Career Development: Have you participated in either In-Service or Extracurricular work-related career development training in the last year?
___Yes   ___No

Section to be completed by Human Resources Director

Employment Date:

Y Y Y Y M M D D
☐☐☐☐ / ☐☐ / ☐☐

Employment Status:
___ Salaried, full time (35 hrs/week +)
___ Salaried, part time (< 35 hrs/week)
___ Contractual/Fee-for-service
___ Student, trainee, resident, intern
___ Volunteer
___ On-Call
___ Other

Schedule: ☐☐ . ☐

The number of hours the employee typically works per week (include overtime if that is usual).
*For On Call staff, use payroll hours for a sample week.

Standard Agency Workweek: ☐☐ . ☐

If there is more than one standard, use the one that generally applies to the employee's profession. E.g.: 35.0 or 37.5

Income: ☐☐☐☐☐☐

Actual income, <u>annualized</u>, rounded to the nearest dollar. E.g.: $24,345=024345

% Fringe Benefits: ☐☐ . ☐

If there is more than one agency percentage of fringe benefits, use the one that applies to the employee. E.g.,: 17% = 17.0

Separation Date:

Y Y Y Y M M D D
☐☐☐☐ / ☐☐ / ☐☐

ADDITIONAL COLLECTION FORM DESCRIPTIONS/DEFINITIONS
December 2004

- **RACE/ETHNICITY.** Indicates the employee's primary race identification.

Choices	Description
American Indian/ Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Hawaiian/Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Black/African American	A person having origins in any of the Black racial groups of Africa.
White/Caucasian	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

- **EXPERIENCE**. Indicate the number of years you have worked in the mental health field prior to your current date of employment with this agency.
  Note: If experience is between 1 and 9 years, use leading 0's (e.g., 05 would indicate 5 years of experience).

Choices	Description
01	No prior experience
01-98	Number of years of experience

- **CURRENT RI LICENSES/CERTIFICATIONS**. Indicate up to three licenses/certifications you currently hold (see attached list of Licenses/Certifications for a description of each). Indicate your primary (with a "1") and secondary (with a "2") and your tertiary (with a "3") license/certification.

- **JOB FUNCTION(S)** . Indicate your primary (with a "1") and secondary (with a "2") job functions for which you have been hired at this agency.

Choices	Description
CLIENTCARE	Direct or adjunctive client care
CONSEDPREV	Consultation, Education, or Prevention
ADMINMNG	Administration/Management (Includes all individuals that do not provide either direct services, clinical supervision to direct service staff, or direct consultation/education/prevention services. Includes secretarial, medical records, billing, MIS, planning, and administrative employees)
CLINSUP	Clinical Supervisor to direct care staff
OTHER	Other (Research, scholarly writing)

MHSIP HUMAN RESOURCES DATABASE
Current Rhode Island Licenses/Certifications
December 2004

Below are descriptions of and requirements for the licenses/certifications referenced in the RI MHSIP Human Resources Database. This document is for reference only and is not intended for legal use.

LCDP/LCDS - Licensed Chemical Dependency Professional/ Licensed Chemical Dependency Supervisor.
CSW - Certified Social Worker as certified by The RI Department of Human Services.
LCSW - Licensed Social Worker as licensed by the RI Department of Health.
CISW - Certified Independent Social Worker as certified by The RI Department of Human Services.
LICSW - Licensed Independent Clinical Social Worker as licensed by the RI Department of Health.
CSEP- Certified Supported Employment Professional.
CIT- Counselor in Training as certified by the Rhode Island Board for the Certification of Chemical Dependency Professionals
Certified Community Support Specialist- as certified by the MHRH CSS/Case Management Board of Certification.
Certified Prevention Specialist- Certified Prevention Specialist as certified by the Rhode Island Board for the Certification of Chemical Dependency Professionals
Certified Addiction Specialist- American Academy of Health Care Providers in the Addictive Disorders
Mental Health Counselor - as certified to provide mental health counseling by the RI Department of Health according to RI General Laws, Chapter 5-63. Also, he/she shall be listed on the active register of counselors in mental health as maintained by the Administrator of Professional Regulations, Department of Health.
Principal Counselor - as certified by the Division of Integrated Mental Health Services, MHRH.
Counselor - as certified by the Division of Integrated Mental Health Services, MHRH.
Marriage & Family Therapist - as certified by the RI Department of Health to practice marriage and family therapy according to RI General Laws, Chapter 5-63. Also he/she shall be listed on the active register of therapists in marriage and family practice as maintained by the Administrator of Professional Regulations, RI Department of Health.
QMHP - Qualified Mental Health Professional as certified by MHRH.
Psychologist – as licensed to practice psychology by the RI Department of Health according to the General Laws of RI, Chapter 5-44.
Teacher - Special Education
LPN - Licensed Practical Nurse as licensed by the RI Department of Health to practice practical nursing according to RI General Laws, Chapter 5-34.
RN - Registered Nurse as licensed by the RI Department of Health to practice professional nursing according to RI General Laws, Chapter 5-34.
RNCNS- Clinical Nurse Specialist in Psychiatric and Mental Health Nursing is certified   by a national body that is approved by the RI Board of Nurse Registration and Nursing Education. (APRN, BC**)**
RN/CNS/P – A psychiatric and mental health nurse clinical specialist with prescription privileges is an advanced practice nurse licensed by RI Department of Health whose practice may include prescriptive privileges within their scope of practice according to RI General Laws, Chapter 5-34-40. (PCNS)
RNP- Certified Registered Nurse Practitioner is a Registered Nurse who practices in an expanded role and is certified by the Board of Nurse Registration and Nursing Education established pursuant to the provisions of section 5-34-35 of the Act.
PA-A Physicians Assistant is approved by the Board of Licensure of Physician Assistants within the Division of Professional Regulation in the Department of Health established pursuant to section 5-54-7 of the General Laws of RI
MD - Medical Doctor as licensed by the RI Board of Medical Licensure and Discipline according to RI General Laws Chapter 5-37.
DO - Doctor of Osteopathy as licensed by the RI Board of Medical Licensure and Discipline according to RI General Laws, Chapter 5-37.